

# DOWNTON PARISH COUNCIL



4<sup>th</sup> May 2020

**Please note: due to the current HM Government's measures for Covid-19, the Parish Council will meet virtually via Zoom. If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting on [clerk@downtonparishcouncil.gov.uk](mailto:clerk@downtonparishcouncil.gov.uk) or 01725 513874.**

**To: All Members of Downton Parish Council**

**You are summoned to the Annual Meeting of Downton Parish Council on Monday 11<sup>th</sup> May 2020 at 7.30 pm. This meeting will be held virtually<sup>1</sup> for the purpose of transacting the following business.**

Yours sincerely

**Bev Cornish  
Clerk to the Council**

During the meeting and at the Chairman's discretion, the meeting will be opened to enable members of the public to ask questions of and make statements to the Council for a maximum time of 15 minutes. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.

## **Part 1**

### **Agenda**

**01.20 To elect a Chair.**

**02.20 To elect a Vice-Chair.**

**03.20 Public Question Time:** To receive questions and statements from members of the public.

**04.20 Unitary Cllr Richard Clewer:** To receive a short verbal report.

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<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**05.20 To receive apologies from Councillors.**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

**06.20 To consider and resolve to approve the Minutes of the Ordinary meeting held on Monday 20<sup>th</sup> April 2020.**

**07.20 Declarations of Interest:**

- a. To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

**08.20 To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors, to the appropriate committee or to resolve to agree on any other action.**

**09.20 Planning and Tree Works Applications**

**20/02890/FUL Tain Lodge, Lower Road, Charlton All Saints** - Rear single storey extension to kitchen.

**20/03656/LBC &**

**20/03160/FUL Poppy Cottage, 7 High Street, Downton** - Erection of a two storey rear extension (resubmission of 17/03041/LBC).

**20/03287/FUL 82 The Borough, Downton** - Replace flat roof with pitched roof (garage and garden stores).

**20/02567/FUL 15 Green Lane, Downton** - Single storey kitchen extension.

**20/03222/FUL 32 The Borough, Downton** - Proposed removal of existing conservatory and single storey extension, and construction of a two-storey extension to the rear (south) elevation. Associated works.

**10.20 To resolve to note the decisions on recent applications.**

**11.20 To consider a request from the Brian Whitehead Sports Centre Association to vary a previous request in relation to an extension to its lease with the Parish Council as follows:**

- i. To incorporate the Downton Bowling Club green into the new extended lease and approve the surrender of the Parish Council's current lease with Downton Bowling Club.
- ii. To extend the new lease up to 2062 (30 years beyond the term of the current lease) to enable the Association to attract grant funding and to enter into commercial and leisure agreements and contracts.

- 12.20 To consider a request from Downton Football Club for the Council's 'in principle' support for its plans to investigate and submit grant applications for the installation of a 3G (artificial) pitch at the football ground.**
- 13.20 To consider a request from the Bridge Working Group to approve two quotes to provide the following documentation with the submission of a planning application:**
- i. the required drawings, preliminary design and topographical survey for the bridge; and**
  - ii. an ecology survey.**
- 14.20 To consider a request from Beacon Leisure Ltd to use the maypole Green for the completion of the Downton Half Marathon on Sunday 6<sup>th</sup> December 2020.**
- 15.20 To resolve to re-adopt the Parish Council's Standing Orders for 2020/21.**
- 16.20 To resolve to re-adopt the Parish Council's Financial Regulations for 2020/21.**
- 17.20 To consider and review the Terms of Reference for the Committees and Working Groups.**
- 18.20 To consider and approve nominations for membership of the Parish Council's Committees and Working Groups:**
- Amenities Committee
  - Complaints Committee
  - Finance & Strategy Committee
  - New Housing Development Committee
  - Staffing Committee
  - Watermeadows & Flood Defence Committee
  - Bridge Working Group
  - Caring Community Working Group
  - Communications Working Group
  - Leisure Centre Working Group
  - Post Office Working Group
  - Rights of Way Working Group
- 19.20 To consider and approve nominations for Parish Council Representatives:**
- Brian Whitehead Sports Centre Association - 2 members.
  - Carver Trust - 1 member.
  - Cuckoo Fair - 1 member.
  - Downton Link - 1 member.
  - Downton Moot Preservation Trust - 2 members.
  - Memorial Hall Committee - 1 member.
  - Downton Memorial Centre - 1 member to be the 'Responsible Person' to oversee the fire safety aspects of the management of the Downton Memorial Centre.
  - Millennium Green Trust - 2 members.

- Stockman & Woodlands Trust - 2 members
- Allotments Association -1 member.
- Southern Wiltshire Area Board - 2 members.
- Southern Wiltshire Area Board Community Area Transport Group - 1 member.
- Chalk Pit Management Committee - 2 members.
- Downton Band - 1 member.

**20.20 To consider and approve the Parish Council's Annual Payments and Subscriptions:**

- PWLB Loan - £18,203.
- Society of Local Council Clerks - £180.
- Wiltshire Association and National Association of Local Councils - £1100.
- CPRE - £36.
- Information Commissioner - £35.

**21.20 To consider and re-adopt the following Parish Council Policies for 2020/21:**

- Absence Management Policy.
- Policy for The Borough Greens.
- Co-option Policy.
- Communications & Public Relations Policy & Procedure
- Complaints Policy and Vexatious Complaints Policy.
- Dignity at Work Policy.
- Equal Opportunities Policy.
- Policy on Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings.
- Policy on Grants under Section 137 of the Local Government Act 1972.
- Health & Safety Policy.
- Playground Risk Management Policy.
- Procedures for handling requests made under the Freedom of Information Act 2000.
- Risk Management Policy and Risk Registers 1-5.
- Tree Management Policy.
- Time-Off in Lieu Policy.
- Travel & Expenses Policy.
- Documents pertaining to the General Data Protection Regulation (EU) 2016/679:
  - a. Information & Data Protection Policy
  - b. Document Retention & Disposal Policy
  - c. Social Media & Electronic Communication Policy

**22.20 To consider and review the Parish Council's Asset Register and Inventory of Land for 2020/21.**

**23.20 To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2020/21.**

**24.20 To approve the dates, times and place for ordinary meetings of the full Council for 2020/21.**

**25.20 To resolve to approve the Parish Council's Framework for its 3 Year Plan for 2020/21.**

**26.20 To resolve to approve the following payments:**

- £840.00 Maranji Commercial & Domestic Cleaning - May.
- £748.79 Bawden Contracting Services Ltd - For grasscutting in April.
- £462.67 Idverde - For bin emptying for March and April.
- £48.24 West Mercia Energy - For the public toilets.
- £628.80 Time2Display - For signage for play areas and cemetery.
- £1500.00 Society of Local Council Clerks - For the clerk's community governance qualification.

**27.20 To resolve to approve the sum of £6,103.49 as the Accounts for payment for May and to record the bank balances.**

**28.20 To resolve to note the Clerk's reports providing information on recent issues and work completed.**

**29.20 To resolve to note the Correspondence received.**

**30.20 Date of next meeting - Monday 8<sup>th</sup> June 2020 at 7.30 pm at a venue to be determined and subject to HM Government Covid-19 measures being reviewed.**

## **Part 2 – EXEMPT MATTERS - STAFFING**

**31.20 The Chair to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.**

**32.20 To receive a report from Cllr Cornell on progress in relation to the legal advice sought to ensure the Council's obligations are met as an employer under the Pension Act 2008.**

**33.20 To consider and resolve to agree on the allocation of £1,000 from the legal fees budget line for the purpose of taking further legal advice on the payment of backdated employee pension contributions to qualifying staff and to delegate the commissioning of that advice to the Staffing Committee.**

***Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety and Human Rights.***